

Montana Shared Catalog Meeting
Carroll College
May 4, 2004

Attending: Honore Bray, Heidi Sue Adams, Marilyn Trosper, Charlene Porsild, Kim Crowley, Mike Hamlett, Brent Allen, Suzanne Reymer, Bob Cooper, Sarah McHugh, Bridgett Johnson, Michael Ober, Cyd Kreizwald, Kathy Roberts, Mike Price, Gloria Langstaff, Paulette Parpart, Jennie Stapp, Carrie Terrell, Karen Strege, Jim Semmelroth, Randy Ammon, Lisa Foust, Sue Sillick, Donna Worth, Bruce Newell, Pauline Ferguson, Swede (Nils) Troedsson, Brenda Grasmick, Laura McMullan, Randy Ammon

Joys & concerns – Sarah – “joy is working with all of you,” concern is to be sure that she and Mike Price can continue serving well; Brent Allen – thrilled to be part of the consortium; Mike Hamlett – joyful to be a member of the catalog, helped their patrons and level of service; Kim Crowley – excited about the partner libraries, concern that we keep this meeting on time; Charlene Porsild – she’s brief and keeping on schedule; Karen Strege – big joy is that we have LSTA \$ for 7 more libraries to join, concerned that we don’t have more \$; Heidi Sue Adams – tickled to be a part of the catalog. Right now Kalispell is only medical library; Honore Bray – excited about sharing expertise, honored to go to the Gates Foundation training where she heard many librarians say they’d love a catalog like ours and don’t have the opportunity we’ve been give – we’re lucky to have a state library working hard for us; Bette Ammon – happy to be here; Marilyn Trosper – wants to be the poster child for the project, looking forward to being a mentor for one of the new libraries coming on; Pauline Ferguson – happy to tell patrons to check other library’s holdings; Sue Sillick – likes using other’s expertise; Jennie Stapp – best thing about group is collaborative work; Susan Holt – also appreciates shared expertise; Gloria Langstaff – she still has the joy of adding books so easily, no cards to file!; Swede (Nils) Troedsson - Dillon library board member and on city council. Dillon is in between librarians right now, selected a new director last night; Mike Price –singular joy to be in a room with sunlight; Kathy Roberts – thankful for the training received as part of this project; Brenda Grasmick – very happy to have joined; Michael Ober – joy is watching 17 libraries go to 33, concern overtaxing Mike & Sarah; Carrie Terrell – “coolest group ever” patrons love the catalog; Bridgett Johnson – greatest excitement having the technology people available for help; Cyd Kreizwald – very joyful to be in the shared catalog – provided opportunity for Jefferson County to be come a library system. Her concern is about losing internet signal; Bob Cooper – joy is that we’re on track and will stay on track – other libraries see the benefit of the shared catalog because we’ve made such a success of this, exciting future with 15 libraries applying to come on board; Suzanne Reymer – joy is Bruce (not Newman), concerned about the Seattle Mariners; Laura McMullan – loves the catalog, patrons love the catalog; Paulette Parpart – joyful about the cleanup project is done, concern that it stays that way; Jim Semmelroth – delighted about working for Missoula and consulting with Plains and Polson; Randy Ammon – our videographer for today is so happy.

Question – why are other academic libraries not on MSC? Michael Ober’s response - they’re in consortiums of their own or on standalone systems. Community colleges are funded by local levies so they have different funding formulas.

Budget discussion and approval - Sarah noted that there is an ongoing discussion with Sirsi concerning bringing down costs for small libraries. The fiscal agent will be tracking costs next year to get a more realistic idea of what we really spend in terms of time spent training – prep, travel, and training (in contrast to the first year we’re spending less money on training because we’re not bringing Sirsi trainers in); time spent administering the system – may need to bring another person in on admin as the catalog grows; and time spent managing fiscal

matters. Folks will report those figures to Bette. Discussion followed concerning having a Montana Sirsi super conference where we might bring in Sirsi trainers.

Contingency fund – we could use that for a variety of things – for example a new module on collection sharing, systems admin help, new director's module. We need to be careful about not using contingency \$ for ongoing costs.

New server discussion – Mike Price gave a report on the saga of purchasing a new server for the catalog. ITSD, by state law, has authority to oversee the purchase of new computer equipment. We may have to comply with their specifications. He and Bruce have explored several options – paying SIRSI to manage (very expensive because of a cost per station requirement), server hotel (expensive and off site), and finally the third option of housing the system at the state library in the NRIS department. This would allow us to take advantage of location and existing equipment. They had looked originally at Sun equipment – recommended by Sirsi but yesterday Mike investigated prices from IBM. We're hoping to place the order this week. The plan includes a power backup and dual homing (redundant internet connection). If power fails, a propane powered generator will be installed at the state library – safety installation recommended. Locating the server at NRIS will allow Sirsi support root access to the operating system. We'll have two physical servers – a production server and a test server. Sirsi predicts we could see improved performance on data loading, reports, and rebuilds. NRIS program has SAN – storage area network – high performance disk storage system separate from the server. Idea is to connect the shared catalog server to the storage system and end up with a superior storage system. What is the long range capability for a server? Mike says 5 years and meanwhile we will be accruing money every year for computer replacement. Did we explore leasing? We did explore lease-to-buy options.

Timetable? Uncertain at this point. Depends on whether we buy SUN or IBM. Hope to have it installed by end of May with the month of June used for testing.

Downtime with new system? Are we immune? No – sometimes outages are routers blowing out, etc. Dual homing will make that less likely but there will likely be downtime occasionally.

05 Budget - approved by consensus.

New libraries – timetable for them coming on. Bruce reports that we have 18 applicants interested in coming onto MSC. The applications will be reviewed by a networking task force committee who will send a recommendation back to the networking task force – then to Karen Strege – then to the state library commission for approval on June 9. There may be two libraries who may not be applying for grant funding and those libraries may start sooner. Anticipate new libraries going live in October/November. Timeline is stretched somewhat to accommodate data conversion and system administration responsibilities. Intent is to have the new server in place before adding new libraries. Records for new libraries would not be loaded until August.

Concern about adding duplicate records. If new records meet a record that matches, an overlay will not be created, the holding will just attach. There are several match points but we know enough about records that it is inevitable that we will end up with some but not as many as before. When we brought in the libraries last year there wasn't enough time for Datamap to de-dup prior to loading the new libraries.

Will there be training for catalogers in incoming libraries to select good records? There will be more CatExpress training but it's probably inevitable that a variety of records will be in existence. Mentoring idea is a good one for catalog help. Do we have a feel as to how many new libraries can comfortably come in this year? We have a pretty good idea and have a better notion of how to arrange the timetable and have stretched that for this year. For each of these libraries, training is one of the key pieces and that becomes one of the limiting factors. It's more time consuming to bring on a small library than a larger library, although

large libraries need more training sessions to accommodate larger staff numbers. Someday we may add another consortium to this one and we would definitely have to look at adding personnel to manage the catalog. To this point everyone has been unbelievably generous sharing expertise and talents. As long as we keep this mutual assistance culture – the better we all learn the catalog.

Partner library discussion – next week 4 libraries within MSC will begin reciprocal borrowing – sharing a single patron database, agreeing to common circulation rules. Will go live on May 10 with this – calling it Partner Libraries. Those participating are Missoula Public Library, Flathead County Library, Hearst Free Library (Anaconda), and Bitterroot Public Library. How will materials be transported back and forth? We anticipate mailing items at first. Kim has explored busing crates and was given a reasonable figure and we're also looking at other courier methods – beer trucks, etc. Will be asking for ILL reimbursement since these will be loans between libraries. Fines? Home libraries will collect their own patron's fines even if they are accrued on another library's materials.

Membership contract revision – writing of bylaws – Bridgett Johnson and Michael Ober took a hard look at the original member contract and recommend revisions based on recommendations by former Flathead County director Dorothy Laird. They ended up with two documents – bylaws with operational details, and the other is what they recommend as a replacement for the members contract. The executive committee (EC) is asking for approval from the membership, understanding that it must be examined by the attorney general's office. After it's approved all member libraries will re-sign. Insurance clause – significant effect is to protect the server. Discussion about 30 days to remit payment for licensing – difficult for some libraries to meet. Discussion about other changes – changing "spring meeting" to "first meeting of the calendar year." Timeline for recommended changes to the draft - Bridgett will have changes finished and the copy to the state librarian by May 7. The state librarian could then consult with an attorney from the attorney general's office and the recommended contract could then go out to the membership so that local attorneys could review.

Ongoing cost formula – this year it's basically what it's always been. The portion of the formula that continues to be misunderstood is what constitutes total operating expenses. The invoices member libraries will receive for the next fiscal year is based on total operating expenditures reported by member libraries to Sarah. Note that some libraries sent Sarah figures that included all operating expenses including bricks and mortar; others did not include capital expenditures. EC will present multiple options at the fall membership meeting for different formulas – one example might be that member libraries report personnel expenditures and materials expenditures for all library services regardless of source. Suggestion that we use the bars system – don't all libraries use that? No, but we agree that we need consistency.

Bylaws discussion – description of the makeup of the MSC and its relationship to the Montana State Library and the Montana Library Network and a read-through of the bylaws. In particular, changes are suggested for seating the executive committee and staggering appointments so the entire committee isn't new. The EC also recommends that we add another "member at large;" and make fiscal agent and catalog manager ex-officio, nonvoting committee members. Discussion about whether the EC should represent the actual makeup of the MSC – more public library representatives than school or special, etc. The original intent was to have the EC reflect each different library included in the MSC and not be weighted proportional according to number of library types represented in the MSC. Include information about open meeting laws. Consensus to approve bylaws.

EC – current members are: Carrie Terrell – small library, Michael Ober – academic, Kim

Crowley – large libraries, Charlene Porsild – special libraries, Maryann Erickson – school libraries, Sarah – manager, and Bette – fiscal agent. We need another school rep – Jane Gardner is the only other school librarian in the MSC. Appointed by acclimation. Nominations for small library rep – Marilyn Trosper. Approved by consensus. If she's willing to serve we'd like to have Jane Gardner on the executive committee as the school library representative. Consensus to re-appoint Kim as large library representative. How is the distinction made between large and small public libraries? Bruce reports that based on the formula we previously used we have 4 large libraries – Missoula, Kalispell, Miles City and Lewistown.

Committees – Sarah proposes disbanding current the system admin/opac group to make it an OPAC group with reps from cataloging and public services staff. The EC also proposes to disband the training committee and appoint a training coordinator – and possibly send that person to the annual Sirsi Super conference. This person would look at library conferences coming up and survey the group to determine training needs. For example – we always need cataloging training but there could be other needs. Charlene is willing to have Jennie Stapp serve as the MSC training coordinator on a trial basis. She can work with the LDD people at the state library as well.

Operational charges for next year – spread sheets distributed so libraries can see what their estimated bills will be on July 1, 2003.

Meeting schedule – regular biannual meetings will be schedule for October 1 and March 1 (or as close to those dates as possible). Place – to be announced

Catalog cleanup – Hooray for Jennie Stapp, Janice Kalvig, Paulette Parpart, and Gail Hanowell. Beginning with a list of 80,000 duplicate titles (released to them weekly) these amazing catalogers painstakingly combined records and discovered an additional 20% that needed work. This required them to look at every record to notice format differences, etc. They used specific criteria to look at the records in order to choose the correct record. Folks who aren't happy with the record assigned can re-download a carefully chosen new record. Please don't be insulted if any of the catalog committee approaches any of you about tidying up a record. The catalog isn't perfect but is vastly better and 100,000 records less than it started. The membership needs to be really aware of how to read records, selecting the appropriate record and add holdings. Individual libraries need to look at their own holdings – particularly large type books which may have overlayed on a different record. If libraries find a problem and don't know what to do with it – contact one of the cleaner-uppers. The final step of the catalog cleanup – do a complete scan and deletion of the OCLC holdings. Sarah's proposal is to suspend the monthly upload to OCLC until that process is complete in July. The entire MSC is enormously grateful to Jennie, Janice, Paulette and Gail who were presented with a small token of appreciation and a standing ovation.

Update on the Sirsi super conference – Sinda, Jennie, and Sarah went on the MSC dime, Missoula Public Library sent Claire Morton. There were numerous breakout sessions that they divided up. The 2004 update is streamlined with fewer wizards and a more tabulated look – with 34 enhancements many of which were suggested by consortia. This means you'll be able to go through many steps on one screen. This holds true through all the modules. 2004 updates will be released in June, with acquisitions and serials updates coming in the fall. 2004 will run on a Mac. Sarah will send out work station specifications on the listserv. Sarah recommends not going to 2004 for another 6-8 months because there are significant changes. Claire couldn't be here today with circ changes but asked Sarah to explain other changes – 2004 will be able to sort lists, offer more control over receipt printers, will be able to review all charges, can suspend holds (if a user goes on vacation), label printing, etc.

Update 2003.1 is available now and will fix several issues we have with 2003. Issues with switching the server impact the decision of when to load this update. Enhancements – have the ability to search by library group in Workflows, patrons can remove their own favorites, and will enhance the ability to do default searches. There will be more custom choices with consortia holds and the assumed-lost report is fixed. Do we want this loaded soon? Yes – all members are willing for the catalog to be down for a day to load the upgrade. Members should send Sarah an email with dates that it would be unacceptable for the system to be down – example: last day of school.

Director's station – takes natural language queries for reports and graphs. Has its own server and uses history logs to gather information. Members are very interested in that.

Rooms – Jennie reported on this portal tool that pulls together themed items. Single search is a Sirsi hosted service that is a broadcast search working with the opac interface and it would search the catalog but we could also add other databases like Infotrac, Ebsco, etc. Single search provides a seamless search of all these different types of databases and works through plug-ins that are hosted by Sirsi. Some additional databases come standard – like PubMed – but libraries could also add their subscribed-to databases. Sirsi has relationships with about 100 databases. Cost - \$2500 start up fee plus a \$200 maintenance fee. Sirsi Resolver – could take users to full text articles. The Historical society really wants to implement this so users can access their photo archives. Jennie and Sarah will look in to these further and invite a rep to come to our fall meeting to present information on the director's station and Single search.

PC reservation system – Claire passed on information to Jim Semmelroth about SAM and Pharos. She was impressed that the presenters were customers who were impressed with these products. Missoula Public Library is looking at the SAM product that provides a time management system for internet users and printing management where users pay before they print. For a library Missoula's size – cost is about \$10,000. Changes the character of staff interaction, may involve the circulation staff more than the reference staff. Users use a library card or a receipt that allows a one-time log on. Also allows users to set up reservations from inside the library. Missoula Public Library is just getting started looking at this and other such products. If you're interested, contact Jim for more information.

Bridgett requests that regular running reports stay on the system longer than the 14 days we now retain them. The 14 days was recommended by Sirsi but Sarah can change that. Bridgett asks for them to be retained for 21 days. Consensus to change to 21 days and revisit if it becomes unmanageable.

Meeting adjourned.